

Word 2007 Cheat Sheet

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
FILE > New	Office Button > New	Ctrl-N
FILE > Open	Office Button > Open	Ctrl-O
FILE > Close	Office Button > Close	Ctrl-W
FILE > Save	Office Button > Save <i>or</i> Quick Access toolbar > Save icon	Ctrl-S
FILE > Save As	Office Button > Save As	F12
FILE > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) <i>or</i> Office Button > Print > Print Preview > Page Setup (click dialog box launcher for more options)	<i>In Word 2003:</i> Alt-F, U <i>In Word 2007:</i> Alt-P, SP
FILE > Print Preview	Office Button > Print > Print Preview	Alt-Ctrl-I
FILE > Print	Office Button > Print	Ctrl-P
FILE > Recently Used Documents	Office Button > Recent Documents	Alt-F
EDIT > Undo	Quick Access toolbar > Undo icon	Ctrl-Z
EDIT > Redo	Quick Access toolbar > Redo icon	Ctrl-Y
EDIT > Cut	Home > Clipboard > Cut	Ctrl-X
EDIT > Copy	Home > Clipboard > Copy	Ctrl-C
EDIT > Office Clipboard	Home > Clipboard dialog box launcher	<i>In Word 2003:</i> Ctrl-C, Ctrl-C <i>In Word 2007:</i> Alt-H, F, O
EDIT > Paste	Home > Clipboard > Paste	Ctrl-V
EDIT > Paste Special	Home > Clipboard > Paste > Paste Special	<i>In Word 2003:</i> Alt-E, S <i>In Word 2007:</i> Alt-E, S <i>or</i> Alt-Ctrl-V
EDIT > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
EDIT > Select All	Home > Editing > Select > Select All	Ctrl-A
EDIT > Find	Home > Editing > Find	Ctrl-F
EDIT > Replace	Home > Editing > Replace	Ctrl-H
EDIT > Go To	Home > Editing > Find > Go To	Ctrl-G

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
VIEW > Normal	View > Document Views > Draft	Alt-Ctrl-N
VIEW > Web Layout	View > Document Views > Web Layout	Alt-V, W
VIEW > Print Layout	View > Document Views > Print Layout	Alt-Ctrl-P
VIEW > Reading Layout	View > Document Views > Full Screen Reading	Alt-V, R
VIEW > Outline	View > Document Views > Outline	Alt-Ctrl-O
VIEW > Task Pane	The overall task pane is gone in Word 2007, but some dialog box launchers display task panes.	<i>In Word 2003:</i> Ctrl-F1 <i>In Word 2007:</i> not available
VIEW > Toolbars	Word 2007 no longer has toolbars.	<i>In Word 2003:</i> Alt-V, T <i>In Word 2007:</i> not available
VIEW > Ruler	View > Show/Hide > Ruler <i>or</i> Office Button > Print > Print Preview > Preview > Show/Hide Ruler	Alt-V, L
VIEW > Thumbnails	View > Show/Hide > Thumbnails	Alt-V, B
VIEW > Header and Footer	Insert > Header & Footer	Alt-V, H
VIEW > Footnotes	References > Footnotes > Show Notes	Alt-V, F
VIEW > Markup	Review > Tracking > Show Markup	Alt-V, A
VIEW > Full Screen	View > Document Views > Full Screen Reading	Alt-V, U
VIEW > Zoom	Status Bar > Zoom Slider <i>or</i> View > Zoom	Alt-V, Z
INSERT > Break	Insert > Pages > Page Break	Alt-I, B
INSERT > Page Numbers	Insert > Header & Footer > Page Number <i>or</i> Header & Footer Tools > Design > Header & Footer > Page Number	Alt-I, U
INSERT > Date and Time	Insert > Text > Date & Time <i>or</i> Header & Footer Tools > Design > Insert > Date & Time	Alt-I, T
INSERT > AutoText	Insert > Text > Quick Parts	<i>In Word 2003:</i> Alt-I, A <i>In Word 2007:</i> Alt-N, Q
INSERT > Field	Insert > Text > Quick Parts > Field <i>or</i>	Alt-I, F

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
	Header & Footer Tools > Design > Insert > Quick Parts > Field	
INSERT > Symbol	Insert > Symbols > Symbol	<i>In Word 2003:</i> Alt-I, S <i>In Word 2007:</i> Alt-I, S or Alt-N, U
INSERT > Comment	Review > Comments > New Comment	Alt-Ctrl-M
INSERT > References	All Reference commands are now located under the References ribbon tab.	<i>In Word 2003:</i> Alt-I, N <i>In Word 2007:</i> Alt-S
INSERT > Picture	All Picture commands are located under Insert > Illustrations, with the following exceptions: <ul style="list-style-type: none"> • WordArt is located in Insert > Text > WordArt • From Scanner or Camera is not included in Word 2007 	<i>In Word 2003:</i> Alt-I, P <i>In Word 2007:</i> Alt-N
INSERT > Text Box	Insert > Text > Text Box	<i>In Word 2003:</i> Alt-I, X <i>In Word 2007:</i> Alt-N, X
INSERT > File	Insert > Text > Object > Text from File	Alt-I, L
INSERT > Object	Insert > Text > Object	Alt-I, O
INSERT > Bookmark	Insert > Links > Bookmark	Alt-I, K
INSERT > Hyperlink	Insert > Links > Hyperlink	Ctrl-K
FORMAT > Font	Home > Font (click dialog box launcher for more options)	Ctrl-D
FORMAT > Paragraph	Home > Paragraph (click dialog box launcher for more options) or Page Layout > Paragraph (click dialog box launcher for more options)	Alt-O, P
FORMAT > Bullets and Numbering	Home > Paragraph > Bullets icon or Home > Paragraph > Numbering icon or Office Button > Word Options > Customize > All Commands > Bullets and Numbering	<i>In Word 2003:</i> Alt-O, N <i>In Word 2007:</i> Alt-O, N or Alt-H, N/U
FORMAT > Borders and Shading	Home > Paragraph > Shading icon or Home > Paragraph > Arrow next to the most recently used command: a border command or Horizontal Line, Draw Table, View Gridlines, or Borders and Shading	<i>In Word 2003:</i> Alt-O, B <i>In Word 2007:</i> Alt-O, B or Alt-H, B/H
FORMAT > Columns	Page Layout > Page Setup > Columns	<i>In Word 2003:</i> Alt-O, C

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
		<i>In Word 2007: Alt-O, C or Alt-P, J</i>
FORMAT > Tabs	Home > Paragraph dialog box launcher > Tabs	Alt-O, T
FORMAT > Change Case	Home > Font > Change Case icon	<i>In Word 2003: Alt-O, E</i> <i>In Word 2007: Alt-O, E or Alt-H, 7</i>
FORMAT > AutoFormat	Office Button > Word Options > Customize > All Commands > AutoFormat	Alt-Ctrl-K or Alt-O, A
FORMAT > Styles and Formatting	Home > Styles	Alt-O, S
FORMAT > Reveal Formatting	Office Button > Word Options > Customize > All Commands > Reveal Formatting	Alt-O, V
TOOLS > Spelling and Grammar	Review > Proofing > Spelling & Grammar	F7
TOOLS > Research	Review > Proofing > Research	Alt-Click
TOOLS > Word Count	Status bar > Words <i>or</i> Review > Proofing > Word Count	Ctrl-Shift-G
TOOLS > AutoSummarize	Office Button > Word Options > Customize > All Commands > AutoSummary Tools	Alt-T, U
TOOLS > Track Changes	Review > Tracking > Track Changes	Ctrl-Shift-E
TOOLS > Compare and Merge Documents	Review > Compare > Compare	<i>In Word 2003: Alt-T, D</i> <i>In Word 2007: Alt-T, D or Alt-R, M, C</i>
TOOLS > Letters and Mailings	Mailings	<i>In Word 2003: Alt-T, E</i> <i>In Word 2007: Alt-M</i>
TOOLS > Macro	View > Macros > Macros <i>or</i> Developer > Code > Macros	<i>In Word 2003: Alt-T, M</i> <i>In Word 2007: Alt-W, M</i>
TOOLS > Templates and Add-Ins	Developer > Templates > Document Template	Alt-T, I
TOOLS > AutoCorrect Options	Office Button > Word Options > Proofing > AutoCorrect Options	Alt-T, A
TOOLS > Customize	Office Button > Word Options > Customize	<i>In Word 2003: Alt-T, C</i> <i>In Word 2007: Alt-F, I, C</i>
TOOLS > Options	Office Button > Word Options	<i>In Word 2003: Alt-T, O</i> <i>In Word 2007: Alt-T, O or Alt-F, I</i>
TABLE > Draw Table	Home > Paragraph > Borders icon > Draw Table <i>or</i> Insert > Tables > Table > Draw Table <i>or</i>	<i>In Word 2003: Alt-A, W</i> <i>In Word 2007: Alt-A, W or Alt-N, T, D</i>

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
	Table Tools > Design > Draw Borders > Draw Table	
TABLE > Insert > Table	Insert > Tables > Table > Insert Table	<i>In Word 2003:</i> Alt-A, I, T <i>In Word 2007:</i> Alt-A, I, T or Alt-N, T
TABLE > Insert > Columns, Rows, Cells	Table Tools > Layout > Rows & Columns	<i>In Word 2003:</i> Alt-A, I, choose addl. letter <i>In Word 2007:</i> Alt-J, L, choose addl. letter
TABLE > Delete > Table, Columns, Rows, Cells	Table Tools > Layout > Rows & Columns > Delete	<i>In Word 2003:</i> Alt-A, D, choose addl. letter <i>In Word 2007:</i> Alt-J, L, D, choose addl. letter
TABLE > Select > Table, Column, Row, Cell	Table Tools > Layout > Table > Select	<i>In Word 2003:</i> Alt-A, C, choose addl. letter <i>In Word 2007:</i> Alt-J, L, K, choose addl. letter
TABLE > Merge Cells	Table Tools > Layout > Merge > Merge Cells	<i>In Word 2003:</i> Alt-A, M <i>In Word 2007:</i> Alt-A, M or Alt-J, L, M
TABLE > Split Cells	Table Tools > Layout > Merge > Split Cells	<i>In Word 2003:</i> Alt-A, P <i>In Word 2007:</i> Alt-A, P or Alt-J, L, P
TABLE > Split Table	Table Tools > Layout > Merge > Split Table	<i>In Word 2003:</i> Alt-A, T <i>In Word 2007:</i> Alt-A, T or Alt-J, L, Q
TABLE > Table AutoFormat	Table Tools > Design > Table Styles	<i>In Word 2003:</i> Alt-A, F <i>In Word 2007:</i> Alt-J, T, S
TABLE > AutoFit	Table Tools > Layout > Cell Size > AutoFit	<i>In Word 2003:</i> Alt-A, A <i>In Word 2007:</i> Alt-J, L, F
TABLE > Heading Rows Repeat	Table Tools > Layout > Data > Repeat Header Rows	<i>In Word 2003:</i> Alt-A, H <i>In Word 2007:</i> Alt-A, H or Alt-J, L, J
TABLE > Convert > Text to Table	Insert > Tables > Table > Convert Text to Table	<i>In Word 2003::</i> Alt-A, V, X <i>In Word 2007:</i> Alt-A, V, X or Alt-N, T, V
TABLE > Convert > Table to Text	Table Tools > Layout > Data > Convert to Text	<i>In Word 2003:</i> Alt-A, V, B <i>In Word 2007:</i> Alt-A, V, B or Alt-J, L, V
TABLE > Sort	Home > Paragraph > Sort <i>or</i> Table Tools > Layout > Table > Sort	<i>In Word 2003:</i> Alt-A, S <i>In Word 2007:</i> Alt-A, S or Alt-J, L, S, O
TABLE > Formula	Table Tools > Layout > Table > Formula	<i>In Word 2003:</i> Alt-A, O <i>In Word 2007:</i> Alt-A, O or Alt-J, L, U, L
TABLE > Hide/Show Gridlines	Table Tools > Layout > Table > Hide/Show Gridlines	<i>In Word 2003:</i> Alt-A, G <i>In Word 2007:</i> Alt-A, G or Alt-J, L, T, G

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
TABLE > Table Properties	Table Tools > Layout > Table > Properties <i>or</i> Table Tools > Layout > Cell Size > Properties	<i>In Word 2003:</i> Alt-A, R <i>In Word 2007:</i> Alt-A, R or Alt-J, L, O
WINDOW > New Window	View > Window > New Window	Alt-W, N
WINDOW > Arrange All	View > Window > Arrange All	Alt-W, A
WINDOW > Compare Side by Side with	View > Window > View Side by Side	Alt-W, B
WINDOW > Split/Remove Split	View > Window > Split/Remove Split	<i>Split:</i> Alt-Ctrl-S <i>Remove Split:</i> Alt-Shift-C
WINDOW > Currently Open Documents	View > Window > Switch Windows	<i>In Word 2003:</i> Alt-W <i>In Word 2007:</i> Alt-W, W